

**ERIE REGIONAL AIRPORT AUTHORITY
MEETING
Thursday, December 19, 2013**

Minutes of a Meeting of the Erie Regional Airport Authority duly posted and advertised, held at the International Trade Center, 3837 West 20th Street in Millcreek Township, Erie County, Pennsylvania.

Opened: 3:00 PM

Attendees:

Frank Stefano	Chris Rodgers	Kevin Graham, Hill International
Lou Bizzarro	Michelle Magee	Mitch Kalkhof, BDK, LLP
Charles Augustine	Ian Bogle	
Namon McWilliams	Sheilah Bruno	
Patrick Cappabianca	Rick Robie	
Christopher Parker	Crystal Nye	
Mary Tseng		
Don Wright		

Board President, Frank Stefano opened the meeting with the Pledge of Allegiance.

Approval of Agenda:

Frank Stefano asked for a motion to approve the agenda as presented.

Mary Tseng moved and Lou Bizzarro seconded.

The agenda was approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Approval of Minutes:

Board Meeting- November 21, 2013

Namon McWilliams moved and Charles Augustine seconded. The minutes were approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Committee Reports:

Finance Committee- Committee Chair Chris Parker reported that the Finance Committee held a meeting on Tuesday, December 17, 2013. The committee reviewed the cash forecast, financial report, capital fund transactions, expense reports, and bills to be paid.

Mr. Parker said that the committee recommends the approval of the bills to be paid. Charles Augustine moved and Lou Bizzarro seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker and Frank Stefano.

The Committee also reviewed Resolution 2013-23- Approval of an Extension to Agreement with LeighFisher for Professional Services and recommend its approval.

Sheilah Bruno reported a net surplus after debt service of \$40,669 for the month of October. The net surplus after debt service year to date is \$358,159. When compared to budget, we are favorable \$141,954 year to date.

Mr. Rodgers added that our Erie Bank term loan was paid off at the end of October.

Personnel Committee- Committee Chair Mary Tseng reported that the Personnel Committee held a meeting on Tuesday, December 17, 2013. Immediately following the approval of the meeting agenda, the committee suspended the meeting to meet in an Executive Session to discuss personnel issues. After the Executive Session, the committee reviewed the new three year Collective Bargaining Agreement (CBA). Mr. Rodgers explained the changes to the agreement. Lou Bizzarro made a motion to recommend approval of the CBA to the full Board and Namon McWilliams seconded. All were in favor.

Resolutions

Resolution 2013-18- Appointment of BDK LLP CPAs & Advisors (formerly Malin Bergquist & Associates) for the Audit of the 2013 Financial Records

Mary Tseng moved and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2013-19- Appointment of the Knox Law Firm as Solicitor for FY2014

Patrick Cappabianca moved and Lou Bizzarro seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Resolution 2013-20- Deferred Compensation Plan

Mr. Rodgers explained that this resolution amends and restates the Authority's pension plan to include updated Worker, Retiree, and Employer Recovery Act, and updated Trust Agreement. He added that the Knox firm prepared the new document.

Charles Augustine moved and Namon McWilliams seconded. Approved by Yeas: Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, and Frank Stefano.

Resolution 2013-21- Authorize Executive Director and/or CFO to Sign and Enter Into All Commonwealth of PA, Department of Transportation Agreements on Behalf of the Authority- Mr. Rodgers explained that this resolution revises and replaces previously approved Resolution 2013-14.

Mary Tseng moved and Namon McWilliams seconded. Approved by Yeas: Patrick Cappabianca, Frank Stefano, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Resolution 2013-22- Approval of Collective Bargaining Agreement Amendment- Mr. Rodgers explained that this resolution approves a tentative agreement between ERAA

and AFSCME Local 2666 to amend the existing labor agreement and extend it for three years.

Mary Tseng moved and Patrick Cappabianca seconded. Approved by Yeas: Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, Frank Stefano, and Patrick Cappabianca.

Abstained: Christopher Parker.

Resolution 2013-23- Approval of an Extension to Agreement with LeighFisher for Professional services- Mr. Rodgers explained that this resolution extends the current agreement for professional airport financial consultation services with LeighFisher for three years.

Christopher Parker moved and Mary Tseng seconded. Approved by Yeas: Charles Augustine, Namon McWilliams, Mary Tseng, Christopher Parker, Frank Stefano, Patrick Cappabianca, and Lou Bizzarro.

New Business

Nominating Committee Report- Nominating Committee Chair, Charles Augustine presented the Slate of Officers for 2014: President- Frank Stefano, Vice President- Charles Augustine, President Pro Tem- Mary Tseng, Treasurer- Christopher Parker, and Secretary- Lou Bizzarro.

Board Member Comments

Ms. Tseng commented that the model airplane display looks nice and well organized. Mr. Rodgers credited Chief Ian Bogle with getting the display ready. Mr. Augustine announced that he has learned that he has been reappointed by Erie County Council for a second 5 year term on the ERAA Board of Directors. Mr. Parker wished everyone a Merry Christmas and a Happy New Year.

Executive Director's Report:

- Activities Report
Mr. Rodgers stated that the focus of our crews right now is snow removal and safe airport operations. He offered kudos to Rick Robie and Ian Bogle for managing staff through winter operations thus far. Mr. Rodgers reported that our NPDES permit has been approved. This marks another milestone for the airport.

Mr. Stefano suspended the regular meeting for an Executive Session to discuss a personnel issue. The Board met in an Executive Session from 3:34 pm until 3:54 pm.

Resolution 2013-24- Approval of Employment Contract with Executive Director

Christopher Parker moved and Namon McWilliams seconded. Approved by Yeas: Frank Stefano, Lou Bizzarro, Charles Augustine, Namon McWilliams, Patrick Cappabianca, Christopher Parker, and Mary Tseng.

Namon McWilliams moved for adjournment and Lou Bizzarro seconded.

Approved by Yeas: Frank Stefano, Patrick Cappabianca, Lou Bizzarro, Charles Augustine, Namon McWilliams, Mary Tseng, and Christopher Parker.

Adjournment: 3:56 PM

Lou Bizzarro, Secretary